2003 Career Retention Specialist Conference

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MMEA-6
Enlisted Retention

NCOIC Responsibilities & Commanding General's Inspection

Inspections Reinforce the Importance of Combat Readiness, Evaluation the Critical Areas Essential for Mission Performance, and Serve As a Tool for

HQMC Staff Agencies Requirements

Cooperate fully with the IGMC in the performance of the IGMC duties.

HQMC Staff Agencies Requirements

Update the functional area checklist on file in the IGMC Automated Inspection Reporting System (AIRS) on a continual or at least annual basis.

HQMC Staff Agencies Requirements

Coordinate with the IGMC all inspection requirements to include inspections completed independent of, or concurrently with an IGMC.

HQMC Staff Agencies Requirements

Provide copies of all final reports of those inspections/evaluations conducted independently to the IGMC for review and retention.

HQMC Staff Agencies Requirements

Review findings and conduct follow up actions on the findings and issues reported in the CIP/UIP inspection reports and annual inspection reports forwarded by the IGMC.

Major Subordinate Commanders Requirements

Design and implement a CGIP as outlined in enclosures (1) and (5) of MCO 5040.6F

Major Subordinate Commanders Requirements

Report inspection results in accordance with the format and schedule in enclosure (6) of

MCO 5040.6F

Major Subordinate Commanders Requirements

Assign, as a primary duty, a Command Inspector.

Major Subordinate Commanders Requirements

Each Functional Area (FA) requires a duty expert to perform the inspection for that FA. FA for Career Planning is FA#040.

Subordinate Commanders Responsible for the conduct of biennial Commanding General's Inspections.

COMMARFORLANT

COMMARFORPAC

CG MCCDC

CG MCAGCC

List of the Major Subordinate MSC'S Responsible for the conduct of biennial CGI (cont.)

COMARCORSYSCOM

CG MCRD/ERR PISC

CG MCRD/WRR San Diego

CG 1st MARDIV

CG 2nd MARDIV

CG 3rd MARDIV

MSC's Responsible for the conduct of biennial CGI (cont.)

CG 1ST MAW

CG 2ND MAW

CG 3RD MAW

CG 1ST FSSG

CG 2ND FSSG

CG 3RD FSSG

the conduct of biennial CGI (cont.)

COMARFORRES

CG MCLB Albany

CO MCLB Barstow

COMCABEAST

COMCABWEST

the conduct of biennial CGI (cont.)

CG MarCorBasesJapan/MCB,Camp Butler

CG MCB Camp Lejeune

CG MCB Camp Pendleton

CG MCB HAWAII

CG MCRC

Principle Considerations for Conducting Inspections

- Asses and assist the ability of the unit to prepare for and perform its assigned mission.
- Identify root causes of problems, particularly those beyond the capability of the commander to solve.
- Foster a climate of trust and confidence.

Principle Considerations for Conducting Inspections

- Respect and uphold the commander's authority.
- The number, frequency, and types of inspections will be held to a minimum.
- Duplication of inspections will be avoided.
- Inspections will recognize excellence.
- Inspections will be positive, productive learning experiences for the Marines.

Principle Considerations for Conducting Inspections

- Inspections will result in a written report.
- The inspection will include follow up and resolution of problems which are beyond the ability of the inspected unit to solve.

Grading System

- Mission Capable: The command/unit possesses and uses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

Grading System

- Non-Mission Capable: The command/unit does not possess or does not use the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

Evaluation

- **Discrepancy**

An error or failure to comply with guidance, direction or action as required in appropriate and applicable directives.

Evaluation

- **Finding**

A significant problem within the command which:

1. Detracts from the commands readiness.
2. Involves or could lead to waste, fraud, or abuse.
3. Involves issues of health, moral, or welfare of the unit's Marines or Sailors.
4. Significantly deviates from higher headquarters policies and procedures.

Unit Inspection Program Findings and Recommendations

- Finding #: A statement of fact describing in sufficient detail the deficient condition noted.
- Recommendation #: A statement of recommended corrective action to resolve finding noted.
- Amplifying comments: Any comments which enhance the understanding of the finding (s) noted or specifics associated with a particular finding or existing situation of interest.

Findings and Recommendations

Additional areas of priority or concern. Any additional requirements placed upon the commanding officer by the major subordinate commander, for example:

(a) It is requested a report of corrective action be taken for the non-mission capable areas on section I and the findings issued in section II be forwarded to this Headquarters (Attn: Inspector) no later than XX December XXXX (normally allow 45 days to respond.

Findings and Recommendations

(b) A follow-up inspection will be conducted for those functional areas which were non-mission capable. The follow-up inspection will be unannounced.

Command Inspection Program CIP

- The purpose of the CIP is to assess the overall effectiveness of the CGIP.
- CIP will be on a triennial basis. These inspections will be short notice.
- The CIP will concentrate on the effectiveness and thoroughness of the CGIP.

Annual Inspection Reports

- The annual inspection report by the MSC is a detailed narrative report submitted by the MSC to the CMC (IG) via the appropriate chain of command, on the inspections completed during the last 12 months (fiscal year).

Annual Inspection Reports

- The report will be forwarded by 15 October each year using the format in appendix B of MCO 5040.6F.
- Items requiring corrective action at the HQMC level will be reported to the appropriate agency in a timely manner and not delayed until the next annual report.

Inspection Schedules

- MSC'S are encouraged to adopt a philosophy of short/no notice inspections similar to that of the IGMC in order to minimize wasted preparation time and to give commanders an accurate assessment of day-to-day readiness. Inspection schedules are not recommended except those that are kept close-hold.

NCOIC Responsibilities

- Supervise Career Retention Specialist (CRS) in the execution of their duties.
- Observe, analyze, and develop supportive training to sustain and improve communication skills and overall performance of subordinate CRS. Provide sound guidance to commanders and their staff.

NCOIC Responsibilities

- The Advance CRS Course (ACRSC), will provide advanced instruction in communication, management, writing skills, coaching skills, and professional sales skills. The Marine is also provided with the advanced skills necessary to collect and analyze retention data in order to provide requisite guidance to various levels of command. (300 Level of the T&R Manual).

300 Level of the T&R Manual

- Identify common elements of the local SOP.
- Write a position paper.
- Identify the common elements of a Retention Campaign Plan.
- Conduct inspections of subordinate commands.
- Analyze Career Planning Data.

300 Level of the T&R Manual

- Conduct inspections of subordinate commands.
- Analyze Career Planning Data.
- Analyze subordinate Career Retention Specialist’s interview procedures.
- Explain procedures for conducting inspections of subordinate commands.

300 Level of the T&R Manual

- Analyze CRS product knowledge.
- Analyze CRS communication skills.
- Analyze CRS administrative skills.
- Analyze CRS time management skills.
- List the elements of a remedial training package to support subordinate CRS.
- Analyze CRS sales presentation.

300 Level of the T&R Manual

- Explain the ethical responsibilities associated with Career Planning.
- List the common elements to consider when supporting command visits.
- Produce a Career Planning Retention Report.
- Conduct quality control of RELM’s.
- Draft a Naval Message.

300 Level of the T&R Manual

- Analyze Career Planning data.
- Advise commanders on matters pertaining to enlisted retention.
- Coordinate requirements of visiting agencies supporting career planning.
- Implement the Retention Campaign Plan.

300 Level of the T&R Manual

- Provide guidance on service level retention matters.
- Manage latteral move school seats.
- Manage incentive school seat program.
- Reclassify Marines with revoked MOS’s.
- Authorize telephonic extensions.
- Provide assistance to users interaction with the TFRS database in Career Planning matters.

300 Level of the T&R Manual

- Advise the RAM-2 monitor on Active Reserve (AR) assignments in Career Planner billets.
- Assign SMCR Marines to Career Planner billets.
- Explain the T&R Program.